

# Using Your Calendar

FROM THE OFFICE OF INSTRUCTIONAL TECHNOLOGY - [HTTP://ITLS.SAISD.NET](http://ITLS.SAISD.NET)

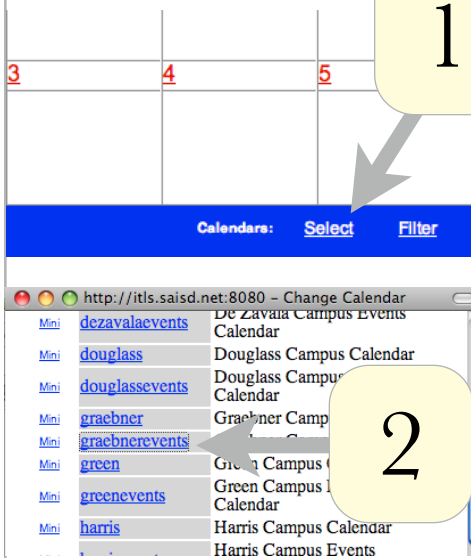


*Instructional  
Technology*

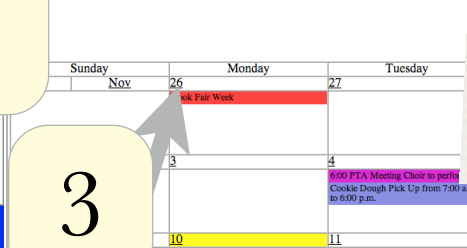
*406 Barrera St.  
Rm 23  
2105271400*

## 5 Steps to Adding an Event to Your Calendar

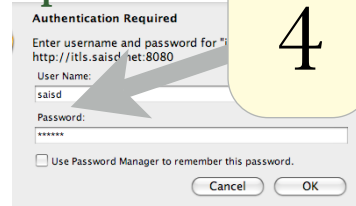
**Begin by selecting your calendar from any calendar page.**



**Next, choose the date you would like to add an event to.**

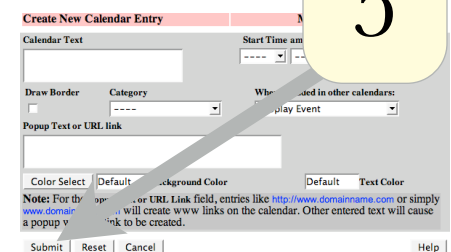


**Login with your assigned username and password**



Professional Learning should be entered in to the school calendar. School events should be entered into the Events calendar.

**Enter your details and click submit.**



Remember your campus administrator designates who can create events.



### Having trouble?

Contact Greg Rodriguez at the Office of Instructional Technology 210-527-1400.

